

6424 - CURATOR OF EDUCATION

NATURE OF WORK

This is specialized educational, professional work in the City's Bass Museum. Emphasis of the work is on planning and implementing comprehensive educational and public outreach programs to compliment the Museum's collections, exhibitions, and general mission.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, organizes and directs the Museum School.

Organizes school tours; supervises school personnel, teacher training programs; develops special educational initiatives.

Trains and supervise docents.

Plans and implements adult educational programs, and other events, related to exhibitions and collections.

Supervises the Museum library.

Participates in Museum and educational professional organizations, and acts as Liaison to local educational agencies.

Plans and develops special brochures and other related printed materials.

Plans and implements educational programs for the museum including but not limited to symposia, Family Days, lectures, panels, concerts, tours

Plans, develops, evaluates programs and personnel at Museum school . Works with special events coordinator and development dept. Plans and coordinates special events.

Writes and presents lectures on art history and other topics related to art history and culture to the public and the docents.

Builds and maintains close working relationships with community groups especially in education and the arts.

Plans new education programs with individual schools both public and private and with the Dade County School Board art department

Plans outreach programs that involve the Bass museum School of Art such as Art Deco Weekend, M.B. Festival of the Arts. etc.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of art history, art practices, and museum education techniques.

Knowledge of museum registration methods, curatorship, and personal computer systems.

Skill in the use of personal computers.

Ability to create and produce a wide variety of education programs for a broad audience.

Ability to supervise and train docents and other volunteers.

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Ability to train and supervise staff so as to maintain effective work and high morale.

Ability to organize and direct programs.

Ability to express ideas clearly and concisely both verbally and in writing.

Ability to conduct lectures before various community groups.

Ability to deal tactfully and effectively with various professional groups, City officials, other employees, and the general public.

Ability to read either French or German.

Ability to complete surveys, assist in grant applications, and complete/compile reports on activities.

MINIMUM REQUIREMENTS

Experience in museum or gallery on a professional level, in a curatorial or education department.

Graduation from an accredited college or university with a Master's Degree in Art History, Art Education, or related discipline. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General supervision is received from the Director who evaluates work for quality of results. Incumbent exercises a large degree of independent judgement in carrying out duties.

SUPERVISION EXERCISED

May supervise volunteer and clerical staff, and Museum School personnel.

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